

## FREEDOM OF INFORMATION

### GUIDE TO INFORMATION AVAILABLE FROM

### Creech St Michael VC Church Of England Primary School

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#### CLASS 1 – WHO WE ARE AND WHAT WE DO (Organisational information, structures, locations and contacts)

This will be current information only

Information to be Published	How the Information can be obtained (hard copy and/or website)	Cost
Who's who in the school	School Website and Prospectus	Free
Who's who on the Governing Body and the basis of their appointment	School Website and Prospectus	Free
Instrument of Government	From School Office (clerk to governors)	Free
Contact details for the Headteacher and for the Governing Body	School Website and School Office	Free
School prospectus	School Website and from school office	Free
Staffing structure	School Website and Prospectus	Free
School session times and term dates	School Website and Office	Free

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#### CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

Current and previous financial year as a minimum

Information to be Published	How the Information can be obtained (hard copy and/or website)	Cost
Annual budget plan and financial statements	From School Office	Photocopying
Capitalised funding	From School Office	Photocopying
Additional funding	From School Office	Photocopying
Procurement and projects	From School Office	Photocopying
Pay policy	Policy from School Office	Photocopying
Staffing and grading structure	From School Office	Free
Governors' allowances	Policy from School Office	Photocopying

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#### CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING (Strategies and plans, performance indicators, audits, inspections and reviews)

#### Current information as a minimum

Information to be Published	How the Information can be obtained (hard copy and/or website)	Cost
School profile: <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report                             <ul style="list-style-type: none"> <li>– Summary</li> <li>– Full report</li> </ul> </li> </ul>	Not a statutory requirement but available from: School Website or School office School Website, Ofsted Website School Website, Ofsted Website School Website Ofsted Website	Photocopying Photocopying Photocopying Photocopying
Performance management policy and procedures adopted by the Governing Body	Appraisal and capability policy – available from School Office	Photocopying
School's future plans	Development Plan from school office	Photocopying
Every Child Matters – policies and procedures	School Office	Photocopying

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### CLASS 4 – HOW WE MAKE DECISIONS (Decision making processes and records of decisions)

Current and previous three years as a minimum

Information to be Published	How the Information can be obtained (hard copy and/or website)	Cost
Admissions policy/decisions (not individual admission decisions)	School Website, Somerset County Council, School Office	Photocopying
Agendas of meetings of the Governing Body and its sub-committees	Clerk to Governors via school office	Photocopying
Minutes of meetings (as above) NB: this will exclude information that is properly regarded as private to the meetings	Clerk to Governors via school office	Photocopying

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#### CLASS 5 – OUR POLICIES AND PROCEDURES

(Current written protocols, policies and procedures for delivering our services and responsibilities)

#### Current information only

Information to be Published	How the Information can be obtained (hard copy and/or website)	Cost
School policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>	}Website or from the School Office } } }School Office } } } } } }	Photocopying           Photocopying
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special Educational Needs</li> </ul>	Website or from the School Office	Photocopying

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Information to be Published	How the Information can be obtained (hard copy and/or website)	Cost
<ul style="list-style-type: none"> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupils discipline</li> </ul>	}School Office } }  Not applicable  School Website or School Office	Photocopying
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	School Office	Photocopying
Charging regimes and policies  (This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated)	Charging and remissions policy on the website or through the school office.	Photocopying

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#### CLASS 6 – LISTS AND REGISTERS

#### Currently maintained lists and registers only

Information to be Published	How the Information can be obtained (hard copy and/or website – some information may only be available by inspection)	Cost
Curriculum circulars and statutory instruments	School Office	Photocopying
Disclosure logs	Only to view by authorised personnel through School Office	
Asset register	School Office	
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	School Office	

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#### CLASS 7 – THE SERVICES WE OFFER

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

#### Current information only

Information to be Published	How the Information can be obtained (hard copy and/or website – some information may only be available by inspection)	Cost
Extra-curricular activities	Website or letter from office	Photocopying
Out of school clubs	Website or letter from office	
School publications	Website or letter from office	
Services for which the school is entitled to recover a fee, together with those fees	School Office	
Leaflets books and newsletters	Website or School Office	
<b>ADDITIONAL INFORMATION</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		



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#### Contact Details:

CLERK TO GOVERNORS  
Mrs Angie Foote, Creech St Michael C of E Primary School, Hyde Lane, Creech St Michael, Near Taunton, Somerset.  
TA3 5QQ [creechstmichael@educ.somerset.gov.uk](mailto:creechstmichael@educ.somerset.gov.uk) 01823 442898.

Requests from parents/carers to have copies of information held in school about their children should be made in writing to the chair of governors through the clerk. The school follows guidance from eLIM and ICO (Information Commissioners Office).

#### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

Type of Charge	Description	Basis of Charge
<b>Disbursement Cost</b>	Photocopying/printing @ 5p per sheet (black and white)	Actual cost * a little less than 2p
	Photocopying/printing @ 10p per sheet (colour)	5.6p a sheet at January 2013
		Time of staff to undertake photocopying.
	Postage (according to weight and size)	Actual cost of Royal Mail standard 2nd class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority